



THE UNITED METHODIST CHURCH
Virginia Conference
ELIZABETH RIVER DISTRICT
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M. Wayne Snead, *District Superintendent*

April 5, 2016

Dear Pastor and Staff-Parish Chair:

Enclosed is the **Annual Clergy Evaluation**. Each year the evaluations are to be done sometime between April and June 1st. During the evaluation you are to set some guidelines and goals for the pastor(s) that may be referred to at the yearend meeting when the Preference Forms are completed. (For churches with more than one pastor, please copy page 5 *Report Form: Summary & Action Plan*.)

Please note the instructions on page 2 of the Annual Clergy Evaluation.

[1st] during the interview you are to complete page 5 *Report Form: Summary of Evaluation and Action Plan*, have it signed by the clergyperson and the chair of pastor/staff parish relations committee;

[2nd] print the data entry of the *statistical history of your congregation* from the Vital Congregations website [<http://www.evc.vaumc.org>]; and

[3rd] **submit** the **evaluation** with the **graphs & charts** to the District Superintendent **by June 1** annually. [*Instruction for finding and submitting the specific Graphs & Charts required is included with this letter.*]

Also available on the district website forms page is a Guidelines for Evaluation for Clergy/Church Staff by the Pastor/Staff Parish Committee to be used along with the employee's job description to assist with annual evaluation of employees & non-appointed clergy.

If you have questions you may call the district office.

Blessings,

M. Wayne Snead
District Superintendent